

Fossil Energy Annual Report Abstract Format

General

Abstracts should be prepared using Microsoft Word, and accompanying photos, graphics, charts, or graphs should be in an appropriate format (300 dpi resolution TIF, JPG, EPS, PDS, or hard copy) for publication. Please limit your abstract to no more than 6 single-spaced pages. The abstract should include the following sections: Project Title, Contact Information, Objectives, Key Milestones, Approach, Results, Conclusions, and References. There should be one blank line between all sections.

A Microsoft Word abstract template, and a sample abstract, can be downloaded at our website www.netl.doe.gov/scng/enduse/fc_refshlf.html

Font: Times New Roman, 12-point

Margins: 2.54 cm (1 inch) margins on all sides

Headings: Bolded Times New Roman, 12-point

Language: English

Dimensions: Standard International Units

The first four sections (Project Title, Contact Information, Objective, and Key Milestones) should be brief sentences or phrases in list form. No textual discussion in these sections.

Project Title: Please identify the official project title as stated on the contract. Please make sure the first letter in each word of the title is capitalized.

Contact Information: Please list the contractor principle investigator and his/her contact information, including organization name, address, phone, and email information. Also include a photo of the contractor principle investigator in appropriate resolution for reproduction (300 dpi.)

In addition, list the DOE project manager's name, phone and email information.

Objectives: Provide a **bulletized** list of the overall project objectives. The first word in each bullet should start with a verb and should be capitalized.

Key Milestones: Provide a **bulletized** list of key project milestones. Please keep this list to the critical few. The first word in each bullet should start with a verb and should be capitalized.

The remaining sections comprised the meat of the abstract itself. This is the textual discussion of the project. Write as you would any other abstract. Please keep in mind our page limitations. **Please be sure to include appropriate graphs, drawings, and photos in appropriate resolution for reproduction (300 dpi.)**

Approach: Discuss the project approach. Explain the methodology or approach that is used to pursue the work.

Results: Discuss the results of the work. Include graphs or charts in this section to support your results.

Conclusions: Discuss the conclusions of the work. Be descriptive as possible. Include a description of future activities.

References: List your references for this work. Please keep this list to a minimum, the few most important references.

A sample abstract is attached.